



Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	CUSTOMER SERVICE CLERK
Posting Number	PN #109201
Department	HOUSTON POLICE
Division	RECORDS
Section	N/A
Reporting Location	1200 TRAVIS, 23RD FLOOR *
Workdays & Hours	VARIOUS*
	*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS
Inputs data into the computer(s) from hard copies and/or the telephone(s). Retrieves information from the computer system to assist officers and the public with answers to specific questions. Performs state and local validations on open stolen or lost property records (e.g., guns, vehicles and securities). Inputs data in the OLO computer system from hard copies of accident reports and index accident report information via the Imaging System. Responds to and handles all specified requests and/or assignments from supervisor. Prepares and provides specific reports to citizens, police officers, etc.

WORKING CONDITIONS
There are no major sources of discomfort, i.e., essentially, normal office environment with acceptable lighting, temperature and air conditions.

MINIMUM EDUCATIONAL REQUIREMENTS
Requires a high school diploma or a GED.

MINIMUM EXPERIENCE REQUIREMENTS
Six months of clerical/customer service experience are required.

MINIMUM LICENSE REQUIREMENTS
None.

PREFERENCES
None.

SELECTION/SKILLS TESTS REQUIRED
None.

SAFETY IMPACT POSITION X Yes No
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION
Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range – Pay Grade 10
\$723.00 - \$962.00 Biweekly \$18,798.00 - \$25,012.00 Annually

OPENING DATE March 1, 2006

CLOSING DATE March 7, 2006

APPLICATION PROCEDURES
Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st Floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 308-1300.** All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

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